

REQUEST TO USE LOCK 3 PARK

Lock 3 Park is owned by the City of Akron and is used for city-sponsored and city-co-sponsored events only. To request the use of the park (and/or city sponsorship of your event) please complete the following form and submit to Tish Jernigan at 166 S. High St Room 102 Akron, Ohio 44313, or email at jerniti@ci.akron.oh.us, or fax 330-375-2468.

Final approval for the use of the park shall be made by the Deputy Mayor of Administration. Please allow 2 weeks for the processing of your request.

Name of Event _____

Sponsoring Organization _____

Proposed Date _____ Time _____

Brief Description of Event _____

Expected Attendance _____

Will Admission be Charged? Yes ☐ No ☐ If Yes: How Much? _____

Who will receive any money raised from this event? _____

Which Department of City Government will sponsor/co-sponsor your event? _____

Contact _____

If you have not been working with a city department, why should the City be a co-sponsor of your event? _____

Are you asking that alcohol be served? Yes ☐ No ☐

APPLICANT Name: _____

Phone: _____ Email _____

Address: _____

ADDITIONAL INFORMATION:

Fees: There is no fee charged for a city-sponsored event. For city-co-sponsored events, costs may be billed pursuant to a schedule of costs. All expenses and income must be disclosed to the Mayor's office.

Alcohol: The City of Akron owns the liquor license. Any event requiring liquor will need to be worked out on an individual bases.

Security: Depending on the event, your group may be required to hire off-duty officers or an approved security firm.

INTERNAL USE ONLY

☐ Approved

Project Manager _____

☐ Not Approved